



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 14 - 048

OPEN TO: **All Interested Candidates/All Sources**

POSITION: **EducationUSA Advisor, FSN-8; FP-6**
(Salary approx. Tk. 68,000 per month)

OPENING DATE: **August 14, 2014**

CLOSING DATE: **August 28, 2014** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **EducationUSA Advisor** in the EducationUSA Section in the Public Affairs Section (PAS) at the American Center.

BASIC FUNCTION: Under the direct supervision of the Cultural Affairs Officer (CAO), the incumbent manages all aspects of the Post's EducationUSA services. Provides services for students and scholars seeking information about educational opportunities in the U.S. at the EducationUSA section at the American Center, and oversees a satellite Advising Center at the Edward M. Kennedy Center, as well as EducationUSA resources at four American Corners



located across Bangladesh. Supervises several full-time staff members and is responsible for all educational advising, strategic planning, budgeting, grants management, programming, outreach, training, and statistics management. Also communicates with host country government officials, admissions officers at U.S. educational institutions, and multiple sections across the Embassy.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Student Advising and Programming

Responsible for student advising for individuals and groups, conducted via walk-ins, appointments, and phone, fax and e-mail, for both undergraduate and graduate students. Helps students and parents navigate U.S. school choices, the admissions process, essay writing, standardized testing, financial aid, and visa application processes; in so doing, the advisor must accurately analyze each client's needs and abilities. S/he is expected to draw on first-hand familiarity with U.S. higher education policies to provide comprehensive, unbiased, and up-to-date information on all aspects of higher education in U.S. S/he is often called upon to respond to advising requests from government officials or high-ranking individuals.

Conducts individual advising sessions with clients and families daily, and also leads an average of 20 group advising sessions each month. Requires to make both informal and formal presentations to large and small audiences on a regular basis.

Designs and implements EducationUSA programs for students, professionals, and academics, determining both the content of these programs, as well as the specific materials to be presented, at the American Center, at the Edward M. Kennedy Center for Public Service and the Arts (the EMK Center), at four American Corners, and at outreach programs to local schools and universities throughout the country.

B. Supervising the EducationUSA Section.

Responsible for managing human, fiscal, and material resources. Supervises three full-time U.S. Embassy staff, as well as EducationUSA advisers in other locations and cities. Oversees EducationUSA's annual budget, including programming, salaries, grants, book and material orders, travel, and marketing costs, as well as the collection of and accounting for membership fees. Reviews and finalizes annual book, software, hardware, and equipment orders for EducationUSA at the American Center, the EMK Center, and four American Corners.



Coordinates with the Regional Educational Advising Coordinator (REAC) to update and order EducationUSA marketing and promotional materials, and is required to budget and track expenditures closely.

C. Strategic Planning and Grant Administration

Responsible for drafting the annual EdUSA strategic plan and budget request, and advises the CAO regarding EducationUSA's daily operational needs, programming plans, staffing and budget issues, and also liaises with the REAC and EducationUSA program officers in Washington, D.C.

Oversees all aspects of EducationUSA's Opportunity Fund grants and maintains all grant files as program officer of Grants Officer Representative (GOR) in consultation with CAO and REAC.

QUALIFICATIONS REQUIRED:

- 1. Education:** A bachelor's degree from a U.S. university in Business, Marketing, Social Science, Management or in English required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) English & Bangla speaking/writing is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum five years of work experience in an office environment is required, including at least 2 years of supervisory experience.
- 4. Knowledge:** Excellent knowledge of the U.S. and Bangladeshi educational systems - particularly U.S. higher education. Public speaking ability is required.
- 5. Skills and Abilities:** Ability to plan, execute, and evaluate innovative and effective public information programs related to U.S higher education is required.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet**



the above qualification requirements may not be considered. When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.



3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America

Madani Avenue, Baridhara

Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”)

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));



- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan



(AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: August 28, 2014



NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

A/HRO: x

PAO: x

FMO: x